Evaluation Guide workbook

**Using the workbook**

The process followed in this workbook is presented below and corresponds to the stages outlined in the Evaluation Guide. To make it easier to identify which stage a particular step belongs to, the various steps have been colour coded.

To ensure that you have a comprehensive understanding of the evaluation and to ensure that you complete all the necessary steps and tasks, follow the order in which the steps are presented within this workbook.

The workbook has been designed to be easy and intuitive to use. The various evaluation steps under each stage have been presented as a series of questions and considerations where you will need to gather and provide the information required to proceed. This will help you to build your evaluation plan, ready for implementation.

It is recommended that you keep this workbook with the completed information to serve as your point of reference during the implementation and also for later reference purposes.

Many of the steps include tables which you can use for your evaluation project planning, however, if you prefer to use your own tables and templates you are welcome to do so.